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MEMORANDUM FOR: [REDACTED] Personnel

23 February 1962

FROM : DCC/OS/TR

SUBJECT : Operational Expenses During Training Exercises

1. This memorandum expands on Paragraph II, Section A-8 of memorandum dated 1 December 1961, "Duties and Functions of Project Officers." During the Project Officer's discussion with the responsible desk officer concerning financial arrangements while the training program is in progress, it should be stated to the desk officer that all operational training expenses incurred by the student are to be borne by the desk. This includes the instructor's expenses when he is in direct contact with the student in a live problem or exercise. It should be explained to the desk officer that an accounting will be kept by the trainee and given to the instructor responsible when the training program is completed. This accounting will then be checked by the instructor and sent in memorandum form to the desk.

2. The Project Officer will, while discussing the program with the desk officer, determine if the trainee will have need of a typewriter and, if possible, determine whether the trainee will have the ability to use same. If a typewriter is to be used, the desk will be informed that it will be their responsibility to provide the trainee with funds for the rental of a typewriter.

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[REDACTED]